

Data Entry

State Plan for Independent Living (SPIL)

State: Utah

Agency: Utah State Office of Rehabilitation

Plan for: 2011-2013

Submitted in fiscal year: 2010

Table of Contents

| | |
|---------------------------|--|
| Part I: Assurances | Section 1: Legal Basis and Certifications |
| | Section 5: Staffing Requirements |
| | Section 2: SPIL Development |
| | Section 6: Fiscal Control and Fund Accounting |
| | Section 3: Independent Living Services |
| | Section 7: Recordkeeping, Access and Reporting |
| | Section 4: Eligibility |
| | Section 8: Protection, Use and Release of Personal Information |
| | Section 1: Goals, Objectives and Activities |
| | Section 9: Signatures |
| | Section 2: Scope, Extent, and Arrangements of Services |
| | Section 4: Designated State Unit (DSU) |
| | Section 3: Recipient for the Statewide Network of Centers |

Part II: Narrative

Section 3: Design for the Statewide Network of Centers
Section 5: Statewide Independent Living Council (SILC)
Section 7: Evaluation
Section 6: Service Provider Requirements
Section 8: State-Imposed Requirements

State Plan for Independent Living (SPIL)

State: Utah
Agency: Utah State Office of Rehabilitation
Plan for: 2011-2013
Submitted in fiscal year: 2010

Part I: Assurances

Section 1: Legal Basis and Certifications

1.1 The designated State unit (DSU) eligible to submit the State Plan for Independent Living (SPIL or the plan) and authorized under State law to perform the functions of the State under the State Independent Living Services (SILS) and Centers for Independent Living (CIL) programs.

Utah State Office of Rehabilitation

1.2 The separate State agency eligible to submit the plan and authorized under State law to provide vocational rehabilitation (VR) services to individuals who are blind.

N/A

1.3 The Statewide Independent Living Council (SILC) that meets the requirements of section 705 of the Act and is authorized to perform the functions outlined in section 705(c) of the Act in the State.

Utah Statewide Independent Living Council

| | |
|---|-----|
| 1.4 The DSU and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, and the SILC are authorized to jointly develop, sign and submit this SPIL on behalf of the State, and have adopted or otherwise formally approved the SPIL. | Yes |
| 1.6 The SPIL is the basis for State operation and administration of the program. All provisions of the SPIL are consistent with State law. | Yes |
| 1.5 The DSU, and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, may legally carry out each provision of the plan and will comply with all applicable Federal statutes and regulations in effect with respect to the three-year period it receives funding under the SPIL. | Yes |
| 1.7 The representative of the DSU and, if applicable, of the separate State agency authorized to provide VR services to individuals who are blind, who has the authority under State law to receive, hold, and disburse Federal funds made available under the SPIL and to submit the SPIL jointly with the SILC chairperson is Don Uchida, Executive Director the Utah State Office of Rehabilitation. | |

Section 2: SPIL Development

| | |
|--|-----|
| 2.1 The plan shall be reviewed and revised not less than once every three years, to ensure the existence of appropriate planning, financial support and coordination, and other assistance to appropriately address, on a statewide and comprehensive basis, the needs in the State for: | Yes |
| • The provision of State independent living services; | Yes |
| • The development and support of a statewide network of centers for independent living; | Yes |
| • Working relationships between programs providing independent living services and independent living centers, the vocational rehabilitation program established under title I, and other programs providing services for individuals with disabilities. | Yes |

2.2 The DSU and SILC conduct public meetings to provide all segments of the public, including

| | | |
|--|--|-----|
| 2.2 The DSU and SILC conduct public meetings to provide all segments of the public, including interested groups, organizations and individuals, an opportunity to comment on the State plan prior to its submission to the Commissioner and on any revisions to the approved State plan. | Section 3: Independent Living Services | |
| 2.4 At the public meetings to develop the State plan, the DSU and SILC identify those provisions in the SPIL that are State-imposed requirements beyond what would be required to comply with the regulations in 34 CFR parts 364, 365, 366, and 367. | | Yes |
| 2.3 The DSU and SILC establish and maintain a written description of procedures for conducting public meetings in accordance with the following requirements. The DSU and SILC shall provide: | | Yes |
| <ul style="list-style-type: none"> • appropriate and sufficient notice of the public meetings; • reasonable accommodation to individuals with disabilities who rely on alternative modes of communication in the conduct of the public meetings, including providing sign language interpreters and audio-loops; and | | Yes |
| | Section 4: Eligibility | |
| <ul style="list-style-type: none"> • public meeting notices, written material provided prior to or at the public meetings, and the approved State plan in accessible formats for individuals who rely on alternative modes of communication. | | Yes |
| 2.5 The DSU will seek to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under a project funded under chapter 2 of title VII of the Act and that the DSU determines to be effective. | | Yes |
| Requirements | Section 5: Staffing | |
| 3.1 The State directly or through grants or contracts, will provide IL services with Federal State or other funds. | | Yes |
| 2.6 The DSU and SILC actively consult, as appropriate, in the development of the State plan with the director of the Client Assistance Program (CAP) authorized under section 112 of the Act. | | Yes |
| 4.2 Service providers apply eligibility requirements without regard to age, color, creed, gender, national origin, race, religion or type of significant disability of the individual applying for IL services. | | Yes |
| 3.2 Independent living services shall be provided to individuals with significant disabilities in accordance with an independent living plan mutually agreed upon by an appropriate staff member of the service provider and the individual, unless the individual signs a waiver stating | | Yes |

that such a plan is unnecessary.

3.4 Participating service providers meet all applicable State licensure or certification requirements.
3.3 All service providers will use formats that are accessible to notify individuals seeking or receiving IL services under chapter 1 of title VII about:

Section 6: Fiscal
Control and Fund
Accounting

- the availability of the CAP authorized by section 112 of the Act;
- the purposes of the services provided under the CAP; and
- how to contact the CAP.

Yes

5.1 Service provider staff includes personnel who are specialists in the development and provision of IL services and in the development and support of centers.
4.1 Any individual with a significant disability, as defined in 34 CFR 364.4(b), is eligible for IL services under the SILS and CIL programs authorized under chapter 1 of title VII of the Act.

Section 7:
Recordkeeping,
Access and Reporting

~~Any individual may seek information about IL services under these programs and request~~

referral to other services and programs for individuals with significant disabilities, as appropriate. The determination of an individual's eligibility for IL services under the SILS and CIL programs meets the requirements of 34 CFR 364.51.

Yes

4.3 Service providers do not impose any State or local residence requirement that excludes any individual who is present in the State and who is otherwise eligible for IL services from

Yes

Yes

receiving IL services.

Section 8: Protection, Use, and Release of Personal Information

5.3 Service providers establish and maintain a program of staff development for all classes of
5.2 To the maximum extent feasible, a service provider makes available personnel able to communicate:
The staff development programs emphasize improving the skills of staff directly responsible for

Yes

the provision of services, including those who rely on alternative modes of

communication, such as manual communication, nonverbal communication, nonverbal

Section 9: Signatures

communication devices, Braille or audio tapes, and who apply for or receive IL services under title VII of the Act; and

- in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

Section 9: Signature
for SILC Chairperson

7.2 With respect to the record assistance requirements 34 CFR 364.85 all recipients of the Act
ask the chairperson to employ chapter 1 of the Act qualified individuals with

Lester Reusch

Commissioner determines to be appropriate conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

Chairperson the Utah
Statewide Independent
Living Council

8.1 Each service provider will adopt and implement policies and procedures to safeguard the confidentiality of all personal information, including photographs and lists of names in accordance with the requirements of 34 CFR 364.56(a)(1-6).
6.1 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will comply with applicable EDGAR fiscal and accounting requirements and will adopt those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for those funds.

Yes
06/23/2010

As the authorized signatory, I will sign the EDGAR retained in the files of the state agency (ies) and the Statewide Independent Living Council. I will also sign the 8, and the separate Certification fully disclosing forms ED-80-0013 (available in MS Word and PDF formats) for the

Section 9: Signature
for DSU Director

state independent living program (Part B) and the centers for independent living program (Part C).

Don Uchida

- the amount and disposition by the recipient of that financial assistance;
- The total cost of the project or undertaking in connection with which the financial assistance is given or used;
- the amount of that portion of the cost of the project or undertaking supplied by other sources;
- compliance with the requirements of chapter 1 of title VII of the Act and Part 364 of the regulations; and
- other information that the Commissioner determines to be appropriate to facilitate an effective audit.

Executive Director the
Utah State Office of
Rehabilitation

Yes

06/25/2010

7.3 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will provide access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, to the records listed in 34 CFR 364.37 for the purpose of conducting audits, examinations, and compliance reviews.

Section 9: Signature
for Separate State
Agency for Individuals
Who Are Blind

Signed?
Title

Is there a Separate State Agency
for Individuals Who Are Blind? No

The effective date of this SPIL is October 1, 2010.

Title

Date signed
Name

Name?
Signed?

Name
Date signed

Date signed

State Plan for Independent Living (SPIL)

State: Utah

Agency: Utah State Office of Rehabilitation

Plan for: 2011-2013

Submitted in fiscal year: 2010

Part II: Narrative

Section 1: Goals, Objectives and Activities - Screen 1

1.1 Goals and Mission

Describe the overall goals and mission of the State's IL programs and services. The SPIL must address the goals and mission of both the SILS and the CIL programs, including those of the State agency for individuals who are blind as they relate to the parts of the SPIL administered by that agency.

Goal Name: UTAH `S INDEPENDENT LIVING NETWORK MISSION

Goal Description: People with disabilities have equal opportunity to participate in their community according to their individual choice, abilities and circumstances.

The Utah Independent living program is operated under a partnership between:

(1) The Six individual non-profit Centers for Independent Living that offer Independent Living services on a statewide basis to people with disabilities.

(2) The federally Designated State Unit, the Utah State Office of Rehabilitation, who monitors the program and assures compliance with federal and state regulations.

(3) The Utah Statewide Independent Living Council which is a citizen composed council that assists in the development and implementation of the State Plan for Independent Living.

Together this Independent Living Network works towards assuring individuals with disabilities living in Utah have opportunities to access services and supports which enhance their equal participation in their community according to their individual choice, abilities and circumstances.

Utah's IL network believes that for people with disabilities in Utah to participate fully in their communities there needs to be at a minimum (1) a statewide network of IL services available to address the supports some individuals need to achieve independence, and (2) have those services be at a level of quality that efficiently assists those using them to achieve their individual IL goals.

Goal Name: Goal 1

Goal Description: People with disabilities in Utah receive effective and quality IL services from Utah's CILs

Goal Name: Goal 2

Goal Description: People in Utah are aware that disability is a natural part of the human condition across the lifespan, of the issues disability presents to the individual and the Community, and the value of full participation in society by all.

Goal Name: Goal 3

Goal Description: Youth with disabilities are participating in their communities according to their choice, abilities and circumstances.

Goal Name:

Goal 4

Goal Description:

Utah Public Policy is reflective of the supports necessary for people with disabilities to participate independently in their communities.

Goal Name:

Goal Description:

State Plan for Independent Living (SPIL)

State: Utah

Agency: Utah State Office of Rehabilitation

Plan for: 2011-2013

Submitted in fiscal year: 2010

Part II: Narrative

Section 1: Goals, Objectives and Activities - Screen 2

1.2 Objectives

1.2A. Specify the objectives to be achieved and the time frame for achieving them.

| Goal(s) from Section 1.1 | Objective to be achieved | Time frame start date | Time frame end date |
|--|--|-----------------------|---------------------|
| UTAH `S INDEPENDENT LIVING NETWORK MISSION Goal 1 | Objective 1.1: Each year of the SPIL Utah's six CILs will provide statewide IL services to a minimum of 20 percent new individuals compared to the statewide CSR count reported on the Federal 704 report. Narrative Objective 1.1 Utah's network of six statewide CILs will continue to promote | 10/01/2010 | 09/30/2013 |

the provision of IL services in their individual regions based on community and individual needs and available resources. In addressing the continuation of individual IL services and ensuring that a minimum of 20 percent will be new individuals receiving services, Utah's Centers will maintain their procedural activities of outreach, intake, planning, setting of individual goals and desired outcomes, providing services to achieve goal(s), coordination of necessary supports, documenting demographics, services and outcomes, and providing follow up services as needed. The provision of these IL services includes the four core services and an array of other services that may be needed by individuals working towards living independently in their communities.

The outcome measure of a ratio of at least 20 percent new individuals served will be documented on a statewide basis each year of the SPIL. The ratio will be determined by comparing the number of Consumer Service Records that are opened for new individuals to the total number of Consumer Service Records recorded on the RSA 704 Report.

In addition, it has been determined that during periods of reduced community resources and services for people with disabilities, that Utah's CILs experience an increase in requests for their services. Because of this Utah's CILs will be increasing partnering activities to enhance the overall service provision in the community to people with disabilities. This partnering shall be done with the intent of maximizing

| | | | |
|---|---|------------|------------|
| | <p>resources and avoiding duplication of services. Many partnering activities are already established in the Utah CIL Network, but over the next three years these activities will be increased with CILs seeking partnerships in the delivery of services to people with disabilities. The entire disability services and organization community are becoming aware of the importance of working together during these extremely lean times. The CILs, the DSU and the USILC will document increased partnering efforts and activities including the effective use of volunteer opportunities. These activities will be documented in the narrative of individual 704 reports and in any new Memoranda of Understanding, new committee membership and joint advocacy activities.</p> | | |
| <p>UTAH `S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 1</p> | <p>Objective 1.2: An effective continuous quality improvement process in place for Utah's CILs.</p> <p>Narrative Objective 1.2</p> <p>In order to work towards achievement of the Utah IL Network mission, it is not only important to have supports and services available to people with disabilities who need them, it is equally important that the services are highly effective in assisting people to meet their individual goals. The SPIL has identified a method to ensure constant improvement of services and programs through ongoing evaluation of those services and willingness and ability to modify them as needed.</p> | 10/01/2010 | 09/30/2013 |

In the first year of the SPIL the USILC and the DSU will contract with an independent entity chosen through a competitive process. This outside contractor will facilitate the development of a continuous improvement process for the Utah IL Network. The request for Proposal will ask for the contractor to demonstrate capability and experience of addressing such a task, and suggested methodology for implementing a well tested approach such as:

1. Assess the current status of the program or component (Take stock)
2. Establish measurable objectives for improvement (Set goals)
- 3 .Conduct program activities (Take action)
- 4 .Collect and analyze data to observe change (Measure progress)
5. Repeat

Recommendation of a contractor shall be made unanimously, by a USILC subcommittee that shall include the Chair of the USILC, the USILC AILU representative, a representative from the DSU, the USILC Executive Director and a current consumer of a CIL chosen by the AILU. The recommendation shall then be forwarded to the full Council for the final approval process. The Council will document the process through committee minutes and recording of the final approved contract.

The second phase of the continuous improvement activity will be for the contractor to facilitate a review with the subcommittee as to what data, activities outcome measures and other factors should be considered in the five step self evaluation process for continuous improvement. This process although not mandated is to include such issues as consumer satisfaction, state and national best practices, standardization of data definitions and significant inconsistencies of the state with RSA 704 definitions and state and local data collection methods.

The subcommittee discussions and recommendations will be widely distributed and have a process to provide comment by CIL Boards, the Council, the DSU, AILU, consumers and other stake holders. The output of this second phase will be a continuous improvement plan and process accepted and implemented by all members of Utah's IL Network.

The third step of the process will be for the contractor to implement the agreed upon process and begin the five steps of continued improvement of IL services. This will be documented and distributed yearly and incorporated in the annual Utah IL Network continuous improvement process report..

UTAH `S
INDEPENDENT
LIVING
NETWORK
MISSION
Goal 1

Objective 1.3 Utah's CILs have outreach strategies to address underserved populations.

Narrative Objective 1.3

Eighty percent of Utah's population is located along the Wasatch Front which consists of Salt Lake, Ogden, Weber and Utah Counties. This area is served by what might be described as more urban CILs, one located in Salt Lake one in Ogden and the other in Provo. The remainder of the State, 86% of the geographical area, is served by three CILs located in Logan, Price, and St George, which are typically viewed as more rural areas.

Since there are available IL services in each of Utah's six IL regional areas which cover the entire state, we consider no area un-served. This does not mean we have the resources to serve all those in need of IL services. In fact we estimate that we are only serving as little as one percent of individuals with disabilities residing in Utah.

Currently the Utah IL Network lacks a standardized method to consistently determine the extent of statewide underserved populations. The best practice the statewide IL Network can and is doing is to determine percentage served as reported on the RSA 704 report and to compare with known populations from census data. Over the course of this three year plan the IL Network will establish a method to identify underserved

10/01/2010

09/30/2013

| | | | |
|--|---|------------|------------|
| | populations according to specified and standardized data elements. This will occur through the continuous improvement process previously identified in this document. | | |
| UTAH `S INDEPENDENT LIVING NETWORK MISSION Goal 1 | <p>Objective 1.4 The Utah IL Network has a plan for future expansion of CILs.</p> <p>The existing IL network includes six CILs with seven branch offices, the DSU, AILU and the Council. The six Centers divide the entire state into six regional areas. Through this design all counties of the State are covered by IL services. This of course does not mean that all individuals needing IL services receive them. The network does not have sufficient resources to serve all in need. The Utah IL Program has been relatively successful in obtaining federal and state funding to establish the six centers that currently serve the state. Since 1998 the Expansion of Utah's Centers for Independent Living (CIL) has been based on an established formula which fairly distributes any increases and or decreases in funding. The funding formula is as follows.</p> <p>Utah IL Funding Distribution Formula: Distribution of the increase and or decrease of funding and or resources to Utah's CILs shall occur in the following manner, unless otherwise agreed on by the Utah Statewide Independent Living Council and the Utah State Office of Rehabilitation. Fifty percent of the total funds divided evenly between Utah's six existing CIL's. Thirty percent of the remaining funds</p> | 10/01/2010 | 09/30/2013 |

| | | | |
|---|---|------------|------------|
| | <p>distributed according to the percent of the state population in each CIL service area (based on the most recent U.S. census data). Twenty percent of the remaining amount distributed according to the percent of geographic area of each CIL service area in relationship to the total square miles of the state.</p> <p>It has been the policy of the IL Program to advocate for funding to increase the capacity of the Centers to provide outreach to the underserved populations in their regions (see goal 1, objective 1.3). This expansion of capacity to deliver services to under and un-served IL consumers has been the IL Program's strategy for expansion of the network.</p> | | |
| <p>UTAH `S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 2</p> | <p>Objective 2.1 People in Utah will have the opportunity to gain or increase their awareness of disability and disability issues</p> <p>Narrative Objective 2.1</p> <p>During the first twelve months of the SPIL the USILC will coordinate the design of a statewide disability awareness campaign. All activities under this goal and objective will be funded as outlined in Section 1.3B of the Financial Plan Narrative. The disability awareness campaign will be carried out through the CILs. This activity is seen as a significant step in increasing the public's opportunity to become aware of disability issues in their community. The USILC Public Awareness sub-committee will serve as the design team. At a</p> | 10/01/2010 | 09/30/2013 |

minimum the team will include the USILC Executive Director, an AILU representative, and a Rehabilitation Council representative. The design and development process will identify:

- the intended target populations
- methodology and or products to be developed
- corresponding curricula
- distribution and use of end products
- method or methodologies of delivery and use of the products,
- expected outcome and outcome measurements
- potential resources and funding
- campaign partners
- sustainability of the products and the campaign.

During the second and third year of the SPIL the USILC will coordinate with the CILs and other community entities in the implementation of the disability awareness campaign.

As stated previously, the target audience will be determined during the first 12 months of the plan. The USILC will remain open to other interested parties that feel the campaign could be useful in increasing community awareness. Likely audiences will include CILs, schools, community organizations, church and civic groups. The development of corresponding curriculum will help ensure a consistent message.

| | | | |
|---|---|-------------------|-------------------|
| <p>UTAH `S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 2</p> | <p>Objective 2.2 The USILC Web site is a site where current information on disability services, activities and issues are available</p> <p>Narrative Objective 2.2</p> <p>During the first year of the SPIL a website design team will be appointed by USILC which will determine how to best meet the information needs of the Utah IL network through a website and or communication system. The design team will be structured to involve as many entities of the community as possible to avoid duplication and maximize resources. The first year the team will consider the basic purpose of the site, how it can interact with similar sites and what unique or special communication options may be helpful for the benefit of the disability community.</p> <p>During the second and third year the design team will undertake activities to determine the strengths and weaknesses of the system. Appropriate modifications will be made to enhance the system.</p> | <p>10/01/2010</p> | <p>09/30/2013</p> |
| <p>UTAH `S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 3</p> | <p>Objective 3.1 Youth with disabilities develop a three year statewide action plan to address transition into adult life.</p> <p>Narrative Objective 3.1</p> <p>During the first year of the SPIL the USILC Youth</p> | <p>10/01/2010</p> | <p>09/30/2013</p> |

| | | | |
|---|---|------------|------------|
| | <p>sub-committee will serve as the lead organization in identifying and coordinating with state, local and national organizations of youth with disabilities addressing transition into adult life. The purpose of this coordination will be to identify youth, resources, ideas and existing materials and or programs that could assist in the development of a statewide entity for youth with disabilities in transition. It is also very importantly to sustain organizations that are already functioning. During the second and third year of the SPIL this entity would serve as the lead player in identifying and planning around the issues and needs of transition into adult life for people with disabilities by developing and presenting for approval a plan presented to a Youth with Disabilities conference. The membership of the conference would then determine further actions that enhance support and enactment of the plan.</p> | | |
| <p>UTAH `S INDEPENDENT LIVING NETWORK MISSION Goal 4</p> | <p>Objective 4.1 People speaking for themselves, family and the community to Utah policy makers.</p> <p>Narrative Objective 4.1</p> <p>The USILC shall actively partner with the Utah Legislative Coalition for People with Disabilities, the Utah Developmental Disabilities Council, the Grass Roots Advocacy Program and others to strengthen the network of regional disability coalitions in their ability to educate public policy and law makers concerning the issues and needs of people with</p> | 10/01/2010 | 09/30/2013 |

| | | | |
|---|---|------------|------------|
| | <p>disabilities. USILC will collaborate with local disability advocacy group(s) in assisting with technical assistance, information exchange, strategy development and other things the local groups determine as important in their efforts to advocate on behalf of individuals with disabilities in their communities. These efforts will always be coordinated with the local CILs and documented, explaining the issues and strategies and desired outcomes.</p> | | |
| <p>UTAH `S INDEPENDENT LIVING NETWORK MISSION Goal 4</p> | <p>Objective 4.2 The IL Network will provide state policy makers and Legislators with information to ensure they are aware of the needs and issues of people with disabilities and the solutions to address those needs.</p> <p>Narrative Objective 4.2 The IL Network, with appropriate funding sources, will participate in the coordination of legislative advocacy and awareness events with statewide disability groups, be present and available to provide information at state legislative meeting, and be present and available to provide information at state disability agency and other organizations public hearings and advisory meetings. Record of activities and minutes of meetings attended will be documented by the IL Network. Issues and recommendations will also be documented and available on the USILC website. Any USILC participation in this activity will be state funded.</p> | 10/01/2010 | 09/30/2013 |

State Plan for Independent Living (SPIL)

State: Utah

Agency: Utah State Office of Rehabilitation

Plan for: 2011-2013

Submitted in fiscal year: 2010

Part II: Narrative

Section 1: Goals, Objectives and Activities - Screen 3

1.2 Objectives

1.2B Describe the steps planned regarding outreach to populations in the State that are unserved or underserved by programs under title VII, including minority groups and urban and rural populations.

- Identify the populations to be designated for targeted outreach efforts

Although each of Utah's six CILs have established programs to outreach under served populations all report that there still is a significant number of under served individuals with disabilities in their service regions. This is primarily due to the lack of resources including transportation funding and staff time. Currently the Utah IL network lacks a standardized method to consistently determine the extent of statewide underserved populations. The best practice the statewide IL network can and is doing is to determine percentage served as reported on the RSA 704 report and the compare with known populations from census data. Over the course of this three year plan the IL network will establish a method to identify underserved populations according to specified and standardized data elements. This will occur through the continuous improvement process previously identified in this document.

- Identify the geographic areas (i.e., communities) in which the targeted populations reside

Eighty percent of Utah's population is located along the Wasatch Front. This area is served by three Centers individually located in Ogden Salt Lake and Provo. In the remainder of the State 86% of the geographic make up is served by an additional three Centers located in Logan Price and St. George. The targeted populations reside in all areas of the state.

- Describe how the needs of individuals with significant disabilities from minority group backgrounds will be addressed

During the duration of the SPIL, beginning October 1st 2010, the Utah IL Program will address outreach to underserved populations in the following manner.

During the first year of the SPIL an independent contractor in coordination with the Council, AILU and the DSU, will (as specified in Goal 1, Objective 1.3) compare existing Utah census and disability information concerning disability types, gender, age ethnicity and race with case service records collected individually by all six CILs. The comparison of incidence in the population to individuals served in the CILs will be analyzed for each region as well as statewide. This data and analysis will be used by The IL Program to determine which populations are underserved. During the second year the effectiveness of current outreach efforts to the populations mentioned above will be assessed. The next step will be to review the collected data and information and garner input from the identified populations, to develop strategies to address the needs of these underserved populations. Strategies will be developed according to the individual needs, resources and circumstances of each of the six regions. With strategies designed the IL Program will prioritize and advocate for the resources necessary to implement the strategies.

The needs of individuals with significant disabilities from minority groups are addressed through the methodologies described above.

1.3 Financial Plan

Describe in sections 1.3A and 1.3B, below, the financial plan for the use of Federal and non-Federal funds to meet the SPIL objectives.

1.3A Financial Plan Tables

Complete the financial plan tables covering years 1, 2 and 3 of this SPIL. For each funding source, provide estimated dollar amounts anticipated for the applicable uses. The financial plan table should include only those funding sources and amounts that are intended to support one or more of the objectives identified in section 1.2 of the SPIL. To the extent possible, the tables and narratives must reflect the applicable financial information from centers for independent living. Refer to the SPIL Instructions for additional information about completing the financial tables and narratives.

Year 1 - 2011 Approximate funding amounts and uses

| Sources | SILC resource plan | IL services | General CIL operations | Other SPIL activities |
|---|--------------------------|-------------|---------------------------|--------------------------|
| Title VII Funds | | | | |
| Title VII Funds Chapter 1, Part B | \$116,260 | \$420,010 | | |
| Title VII Funds Chapter 1, Part C | | | \$1,290,119 | |
| Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective) | | | | |

| | | | | |
|---|----------|-------------|---------|----------|
| Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion) | \$49,511 | | | |
| Other Federal funds - other | | | | |
| Non-Federal funds - State funds | | \$2,363,697 | | \$41,936 |
| | | | | |
| | | | | |
| | | | | |
| Total | 165771 | 2783707 | 1290119 | 41936 |

Year 2 - 2012 Approximate funding amounts and uses

| Sources | SILC resource plan | IL services | General CIL operations | Other SPIL activities |
|---|--------------------|-------------|------------------------|-----------------------|
| Title VII Funds | | | | |
| Title VII Funds Chapter 1, Part B | \$106,260 | \$187,097 | | |
| Title VII Funds Chapter 1, Part C | | | \$812,532 | |
| Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective) | | | | |
| Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion) | \$49,511 | | | |

| | | | | |
|---------------------------------|--------|-------------|--------|----------|
| Other Federal funds - other | | | | |
| Non-Federal funds - State funds | | \$2,363,697 | | \$41,936 |
| | | | | |
| | | | | |
| | | | | |
| Total | 155771 | 2550794 | 812532 | 41936 |

Year 3 - 2013 Approximate funding amounts and uses

| Sources | SILC resource plan | IL services | General CIL operations | Other SPIL activities |
|---|--------------------------|-------------|---------------------------|--------------------------|
| Title VII Funds | | | | |
| Title VII Funds Chapter 1, Part B | \$106,240 | \$187,097 | | |
| Title VII Funds Chapter 1, Part C | | | \$812,532 | |
| Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective) | | | | |
| Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion) | \$49,511 | | | |
| Other Federal funds - other | | | | |
| Non-Federal funds - State funds | | \$2,363,697 | | \$41,936 |
| | | | | |
| | | | | |

| | | | | |
|-------|--------|---------|--------|-------|
| Total | 155751 | 2550794 | 812532 | 41936 |
|-------|--------|---------|--------|-------|

1.3B Financial Plan Narratives

1.3B(1) Specify how the part B, part C and chapter 2 (Older Blind) funds, if applicable, will further the SPIL objectives.

Utah has developed a coordinated plan to meet the needs of IL consumers and comply with Federal requirements. The majority of the \$536,270.00 the first year of this SPIL and \$293,357.00 the next two years of federal Part B funds is divided between the six CILs and is used to provide IL service through contracts with USOR. The balance of Part B funds are contracted to the USILC for resources that are necessary to fulfill its statutory duties, and \$41,936 in state funds is contracted to the USILC for other SPIL activities. State funds of \$2,363,697.00 primarily go to the six centers, with \$41,936 each plan year going to the USILC. Part C funds of \$1,290,119.00 the first year of the SPIL and \$813,532.00 the next two years are used by the six CILs for general CIL operations. All funding is used for the general CILs operations in providing IL services to consumers and in providing the resources to meet the objectives outlined in the SPIL.

1.3B(2) Describe efforts to coordinate Federal and State funding for centers and IL services, including the amounts, sources and purposes of the funding to be coordinated.

Federal funding used to provide IL services and support CIL operations consists of \$420,000.00 the first year of the SPIL and \$293,357.00 the next two years of Part B funding (including \$242,913.00 of ARRA Part B funds the first year), and \$1,290,119 of Part C funding the first year of the SPIL and \$812,532.00 the next two years (including \$477,587.00 of Part C ARRA funds the first year). Part B funding is used to provide IL services to consumers of the CILs and Part C funding is used by the centers to support general operations. The IL program, including all aspects of the SPIL, CIL, and USILC support, are under the USOR Specialized Services Program. The USOR Specialized Services Program Coordinator provides support and direction as required. Fiscal services and support are provided by the Utah State Office of Education fiscal unit.

1.3B(3) Describe any in-kind resources including plant, equipment or services to be provided in support of the SILC

resource plan, IL services, general CIL operations and/or other SPIL objectives.

None.

1.3B(4) Provide any additional information about the financial plan, as appropriate.

None.

1.4 Compatibility with Chapter 1 of Title VII and the CIL Work Plans

1.4A Describe how the SPIL objectives are consistent with and further the purpose of chapter 1 of title VII of the Act as stated in section 701 of the Act and 34 CFR 364.2.

This SPIL was developed based on the IL philosophy as reflected in these citations. Careful consideration was given to the development and submission of this SPIL to ensure consistency with the IL Philosophy, Title VII of the Act, and 34 CFR 364.2.

The objectives of this SPIL are developed based on the IL philosophy and purposes as reflected in these citations and are consistent with Chapter I Title VII of the Act, 34 CFR 362.2 and CIL Work plans. The SPIL specifically outlines objectives to assist individuals with significant disabilities in becoming more independent and being integrated in the communities in which they live by the provision of the four IL core services, nursing home diversion and transition, and the use of assistive technology. The objectives also provide a plan to expand these services by providing a twenty percent increase in new Consumer Service Records while partnering with other disability organizations to enhance the use of resources and avoid duplication of services. The SPIL objectives also address outreach efforts, IL network expansion, youth programs, and involvement with training CILs in systems advocacy efforts. The purpose of the SPIL goals and objectives is to ensure people with disabilities are living independently according to their individually selected IL plan and to have communities where people with disabilities can participate to the fullest extent possible according to their individual ability and choice.

1.4B Describe how, in developing the SPIL objectives, the DSU and the SILC considered and incorporated, where appropriate, the priorities and objectives established by centers for independent living under section 725(c)(4) of the

Act.

The DSU and the SILC were careful to consider the priorities and objectives of the CILs. These priorities were incorporated in the SPIL by conducting separate public focus groups with consumers and CIL staff, the Association for Independent Living in Utah (AILU), USOR administration and staff and the SILC members. These focus groups were facilitated by a contractor with expertise in disability issues. The contractor produced a written report which reflected the priorities of consumers, SILC members, USOR and CILs. These priorities and CIL objectives were incorporated into this SPIL with full agreement by USOR, USILC and all six CIL Executive Directors.

1.5 Cooperation, Coordination, and Working Relationships Among Various Entities

Describe the steps that will be taken to maximize the cooperation, coordination and working relationships among the SILS program, the SILC, and centers; the DSU, other State agencies represented on the SILC and other councils that address the needs of specific disability populations and issues; and other public and private entities determined to be appropriate by the SILC.

The description must identify the entities with which the DSU and the SILC will cooperate and coordinate.

Services within the SILS program are provided only by CILs in Utah through contract with USOR. The six CIL Executive Directors work together as members of the AILU. The USOR and the USILC regularly attend the AILU meetings. USOR and USILC also meet with CIL Executive Directors individually. USOR attends the USILC meetings regularly and works closely with USILC. The designated USILC member regularly attends State Rehabilitation Council meetings. All of these steps are taken to increase cooperation and coordination of services. Each entity demonstrates the importance of positive working relationships on the overall success of the SPIL and provision of services to IL consumers.

In the same manner of cooperation and coordination reflected above, USOR, USILC and Center Directors and staff frequently attend and or serve on disability related organizations and agencies councils and Boards. These include but are not limited to; the Division of Services to the Deaf and Hard of Hearing, the Division of Services to the Blind and Visually Impaired, the Developmental Disabilities Council, the Utah Assistive Technology Program, the Utah Assistive

Technology Foundation, the Legislative Coalition for People with Disabilities, the Coordinating Council for People with Disabilities, and other relevant organizations. The purpose of attending and/or serving on these organizations is to ensure that independent living philosophy and services are taken into account when these organizations develop activities, services and policy.

The Director of USOR is a member of the Coordinating Council for People with Disabilities (CCPD). This legislatively mandated Council consists of the directors of Utah's major disability agencies and organizations and has the ability to implement policy change. The CCPD identifies policies and services of individual agencies and organizations that impact the lives of people with disabilities. The CCPD strives to avoid duplication of services and maximize the effectiveness of services with disabilities. The USOR Director and his designees regularly meet with the Center Directors and the Council to hear IL issues and needs, including coordination with other entities. In this manner the USOR Director represents the Utah Independent Living Program on the CCPD.

1.6 Coordination of Services

Describe how IL services funded under chapter 1 of title VII of the Act will be coordinated with and complement other services to avoid unnecessary duplication with other Federal, State, and local programs, including the OIB program authorized by chapter 2 of title VII of the Act, that provide IL- or VR-related services.

The Utah IL Program will provide the specific services outlined in the Act as well as Nursing Home Diversion and Transition services, Community Integration services, Assistive Technology services and a variety of IL services and programs designed to meet local needs. As stated in 1.5 Cooperation, Coordination and Working Relationships among Various Entities, the Utah IL Program staff, council, and consumers will continue to serve on a wide range of boards and councils and is represented on the CCPD which consists of representatives from special education, vocational education, developmental disabilities services, public health, and mental health. In addition CIL staff are members of numerous regional and local committees and boards with the goal of representing IL and ensuring that resources are not wasted on duplication of services.

1.7 Independent Living Services for Individuals who are Older Blind

Describe how the DSU seeks to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under the Older Individuals who are Blind program and that the DSU determines to be effective.

The Division of Services for the Blind and Visually Impaired (DSBVI) under the Utah State Office of Rehabilitation (USOR) contracts with the three Independent Living Centers in the rural communities in Utah. The centers include: Active Re-Entry Center for Independent Living in Eastern Utah, OPTIONS for Independence in Logan and Red Rock Center for Independence in St. George, Utah.

The program will attempt to contact additional older blind and visually impaired individuals living in these communities. Older Blind Specialists will involve these clients in support groups, full-time training programs for the blind at DSBVI in Salt Lake City, other training services and low vision evaluation programs. Orientation and training programs in these rural areas will be conducted by the Older Blind Specialists and DSBVI Staff. The duration of these training sessions will be from 2-3 days. Attempts will be made to involve the eligible individuals in the services listed above. These activities address outreach activities of this program as outlined in objectives associated with SPIL goals one and two.

State Plan for Independent Living (SPIL)

State: Utah

Agency: Utah State Office of Rehabilitation

Plan for: 2011-2013

Submitted in fiscal year: 2010

Part II: Narrative

Section 2: Scope, Extent, and Arrangements of Services

2.1 Scope and Extent

2.1A Check the appropriate boxes in the SPIL Instrument table indicating the types of IL services to be provided to meet the objectives identified in section 1.2 of this SPIL, and whether the services will be provided by the CILs or by the DSU (directly and/or through contract or grant).

| Table 2.1A: Independent living services | Provided by the DSU (directly) | Provided by the DSU (through contract and/or grant) | Provided by the CILs (Not through DSU contracts/ grants) |
|---|--------------------------------|---|--|
| Core Independent Living Services - Information and referral | No | Yes | Yes |
| Core Independent Living Services - IL skills training | No | Yes | Yes |

| | | | |
|--|-----|-----|-----|
| Core Independent Living Services - Peer counseling | No | Yes | Yes |
| Core Independent Living Services - Individual and systems advocacy | No | Yes | Yes |
| Counseling services, including psychological, psychotherapeutic, and related services | No | No | No |
| Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with significant disabilities) | Yes | Yes | Yes |
| Rehabilitation technology | Yes | Yes | Yes |
| Mobility training | Yes | Yes | Yes |
| Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services | Yes | Yes | Yes |
| Personal assistance services, including attendant care and the training of personnel providing such services | No | No | No |

| | | | |
|--|-----|-----|-----|
| Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services | No | Yes | Yes |
| Consumer information programs on rehabilitation and IL services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act | No | Yes | Yes |
| Education and training necessary for living in the community and participating in community activities | No | Yes | Yes |
| Supported living | No | Yes | Yes |
| Transportation, including referral and assistance for such transportation | No | No | Yes |
| Physical rehabilitation | No | No | No |
| Therapeutic treatment | No | No | No |
| Provision of needed prostheses and other appliances and devices | Yes | Yes | Yes |
| Individual and group social and recreational services | No | Yes | Yes |
| Training to develop skills specifically designed for youths who are individuals with significant disabilities to promote self-awareness and esteem. develop advocacy and | No | Yes | Yes |

| | | | |
|--|----|-----|-----|
| Self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options | | | |
| Services for children with significant disabilities | No | Yes | Yes |
| Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with significant disabilities | No | Yes | Yes |
| Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future | No | Yes | Yes |
| Community awareness programs to enhance the understanding and integration into society of individuals with disabilities | No | Yes | Yes |
| Other necessary services not inconsistent with the Act | No | Yes | Yes |

2.1B Describe any service provision priorities, including types of services or populations, established for meeting the SPIL objectives identified in section 1.2.

None.

2.1C If the State allows service providers to charge consumers for the cost of services or to consider the ability of individual consumers to pay for the cost of IL services, specify the types of IL services for which costs may be charged and for which a financial need test may be applied, and describe how the State will ensure that:

- Any consideration of financial need is applied uniformly so that all individuals who are eligible for IL services are

treated equally; and

- Written policies and consumer documentation required by 34 CFR 364.59(d) will be kept by the service provider.

Indicate N/A if not applicable.

N/A

2.2 Arrangements for State-Provided Services

2.2A If the DSU will provide any of the IL services identified in section 2.1A through grants or contractual arrangements with third parties, describe such arrangements.

As described above, USOR contracts the majority (see 1.3A Financial Plan Tables) of Federal Part B funds to four CILs for the provision of direct services. Contracts are developed and monitored by standards required by the Utah Division of Purchasing, Utah State Office of Education, and the standards and assurances outlined in the Act.

2.2B If the State contracts with or awards a grant to a center for the general operation of the center, describe how the State will ensure that the determination of an individual's eligibility for services from that center shall be delegated to the center.

The state contracts with the Centers were developed in the 1980's and is amended yearly as needed to meet State and Federal requirements. Eligibility determination by the Centers has been delegated since the beginning of USOR contracts in the 1980's. Eligibility training is conducted periodically and CSRs are reviewed in the monitoring process.

State Plan for Independent Living (SPIL)

State: Utah

Agency: Utah State Office of Rehabilitation

Plan for: 2011-2013

Submitted in fiscal year: 2010

Part II: Narrative

Section 3: Design for the Statewide Network of Centers

3.1 Existing Network

Provide an overview of the existing network of centers, including non-Part C-funded centers that comply with the standards and assurances in section 725 (b) and (c) of the Act, and the geographic areas and populations currently served by the centers.

The State has developed a design and established a statewide network of CIL's that comply with the standards and assurances set forth in section 725 (b) and (c) of the Act. The following shows the geographic areas by county and the population currently served by each of the six centers.

Physical location of CILs statewide and the population served by each Center according to the latest estimates of the U.S. Census Bureau:

Options for Independence located in Logan, Cache County, Utah
Serving Cache, Rich and Box Elder counties.

(Branch office located in Brigham City, Box Elder County, Utah)

Total population for these counties =163,836.

Funding: Federal Part C, B and Chapter II (older blind), and State.

Populations primarily served: The majority of consumers served are adults with a significant number over age 60, with physical/mobility impairments, and low vision impairments, primarily white and living in rural areas. An effort is currently being made for outreach to a greater extent directed toward the minority populations, especially consumers of Hispanic ethnicity.

Tri-County Independent Living Center located in Ogden, Weber County, Utah

Serving Weber, Morgan and Davis counties.

Total population for these counties=531,488.

Funding: Federal Part C and State.

Populations primarily served: The majority of consumers served are adults with many being over age 60. Race demographics show the vast majority to be white, but a significant number of consumers of Hispanic ethnicity are also being served.

Most consumers live in urban areas and have physical disabilities.

Utah Independent Living Center located in Salt Lake City, Salt Lake County, Utah

Serving Summit, Salt Lake and Tooele counties.

(Branch office located in Tooele, Tooele County, Utah)

Total population for these counties=1,115,692.

Funding: Federal Part C, B, and State.

Populations primarily served: The majority of consumers served are adults working age, with a significant amount of youth, children, and seniors being served. Race demographics show most consumers are white. Most live in urban areas, but the branch office is serving some of the rural population in the center's area. A majority of the consumers experience cognitive disabilities with a significant number of consumers with physical disabilities also being served.

Central Utah Center for Independence located in Provo, Utah County, Utah

Serving Wasatch, Utah, Sanpete and Juab counties.

(Branch office located in Manti, Sanpete County, Utah)

Total population for these counties=587,406.

Funding: Federal Part C and State.

Populations primarily served: The majority of consumers being served are adults working age and seniors, with many youth and children also being served. Race demographics show the majority to be white with a significant number of Hispanic ethnicity also being served. Most live in urban areas but there are many in the rural areas being served by the branch office in Manti. Most have physical disabilities.

Active Re-Entry Center for Independent Living located in Price, Carbon County, Utah

Serving Carbon, Daggett, Uintah, Duchesne, Emery, Grand, and San Juan counties.

(Branch offices located in Moab, Grand County, Utah and Vernal, Uintah County, Utah)

Funding: Federal Part C and B, and Chapter II (older blind), along with State funding.

Total population for these counties=102,387.

Populations primarily served: The majority of consumers being served are seniors, with a significant number of working age consumers along with some youth and children. The majority are white in race, with a significant number of American Indians and Hispanics also being served. Most consumers live in rural areas, and are experiencing mostly physical disabilities and vision disabilities. Many have multiple disabilities. This center is making a concerted effort to serve the Navajo Native American population through its branch office in Moab.

Red Rock Center for Independence located in St. George, Washington County, Utah

Serving Washington, Iron, Kane, Garfield, Wayne, Piute, Beaver, Millard and Sevier counties.

(Branch offices located in Minersville, Iron County, Utah and Richfield, Sevier County, Utah)

Total population for these counties=235,615.

Funding: Federal Part C and B, Chapter II (older blind), and State.

Populations primarily served: The majority of consumers are white with physical and/or low vision disabilities. The consumer population is being served in both urban and rural areas. The majority age group consists of seniors, with

significant numbers or working age and youth also being served.

3.2 Expansion of Network

Describe the design for the further expansion of the network, including identification of the unserved and underserved areas in the State and the order of priority for serving these areas as additional funding becomes available (beyond the required cost-of-living increase).

The existing IL network includes six CILs with seven branch offices, the DSU, AILU and the Council. The six Centers divide the entire state into six regional areas. Through this design all counties of the State are covered by IL services. This of course does not mean that all individuals needing IL services receive them. The network does not have sufficient resources to serve all in need. The Utah IL Program has been relatively successful in obtaining federal and state funding to establish the six centers that currently serve the state. Since 1998 the expansion of Utah's Centers for Independent Living (CIL) has been based on an established formula which fairly distributes any increases and or decreases in funding. The funding formula is as follows.

Utah IL Funding Distribution Formula: Distribution of the increase and or decrease of funding and or resources to Utah's CIL's shall occur in the following manner, unless otherwise agreed on by the Utah Statewide Independent Living Council and the Utah State Office of Rehabilitation. Fifty percent of the total funds are divided evenly between Utah's six existing CIL's. Thirty percent of remaining funds are distributed according to the percent of the state population in each CIL service area (based on the most recent U.S. census data). Twenty percent of the remaining amount is distributed according to the percent of geographic area of each CIL service area in relationship to the total square miles of the state.

It has been the policy of the IL Program to advocate for funding to increase the capacity of the Centers to provide outreach to the under served populations in their regions (see goal 1, objective 1.3). This expansion of capacity to deliver services to under served IL consumers is the IL program's strategy for expansion of the network.

3.3 Section 723 States Only

3.3A If the State follows an order of priorities for allocating funds among centers within a State that is different from what is outlined in 34 CFR 366.22, describe the alternate order of priority that the DSU director and the SILC chair have agreed upon. Indicate N/A if not applicable.

N/A

3.3B Describe how the State policies, practices and procedures governing the awarding of grants to centers and the oversight of these centers are consistent with 34 CFR 366.37 and 366.38.

N/A

State Plan for Independent Living (SPIL)

State: Utah

Agency: Utah State Office of Rehabilitation

Plan for: 2011-2013

Submitted in fiscal year: 2010

Part II: Narrative

Section 4: Designated State Unit (DSU)

4.1 Administrative Support Services

4.1A Describe the administrative support services to be provided by the DSU for the SILS (Part B) program and, if the State is a Section 723 State, for the CIL (Part C) program.

Refer to the SPIL Instructions for additional information about administrative support services.

The USOR is the Designated State Unit DSU for the purposes of this SPIL. The mission of the USOR is to assist individuals with disabilities to obtain employment and increase their independence. To be successful with this mission, the independent living needs of people with disabilities must also be supported. USOR's responsibilities under the SPIL shall include the following:

- (1) USOR will act in partnership with the USILC and CILs to promote IL philosophy and support advocacy activities to develop, enhance and support a successful network of CILs.
- (2) USOR will provide guidance to CILs for training to all staff on independent living philosophy and services.
- (3) USOR will provide access to technical support in areas identified in the SPIL.

(4) USOR will contract funding for the operations of the State Independent Living Council.

(5) USOR will administer and monitor fiscal and program compliance of CIL grants awarded with Federal and State IL funds.

4.1B Describe other DSU arrangements for the administration of the IL program, if any.

Under the direction of the USOR, the Division of Services for the Blind and Visually Impaired (DSBVI) administers the Older Blind program for individuals 55 and over. Three of the CILs serve substantial rural areas and have Older Blind Specialists that work with the DSBVI in providing services for individuals who are blind or visually impaired.

State Plan for Independent Living (SPIL)

State: Utah

Agency: Utah State Office of Rehabilitation

Plan for: 2011-2013

Submitted in fiscal year: 2010

Part II: Narrative

Section 5: Statewide Independent Living Council (SILC)

5.1 Resource plan

5.1A Describe the resource plan prepared by the SILC in conjunction with the DSU for the provision of resources, including staff and personnel, made available under parts B and C of chapter 1 of title VII, section 101(a)(18) of the Act, and from other public and private sources that may be necessary to carry out the functions of the SILC identified in section 705(c). The description must address the three years of this SPIL.

- Refer to the SPIL Instructions for more information about completing this section.

For more information click the icon.

Utah has developed a coordinated plan to meet the needs of IL consumers and comply with Federal requirements. The majority of Federal Part B funds are divided between four older CILs to provide IL service through contracts with USOR. The balance of Part B funds and \$41,936 in state funds are contracted to USILC for resources required to meet SPIL requirements. State funds primarily go to these four older Centers, as well as two newer Centers developed with State funding in 2001. These funds are for the general CIL operations in providing IL services to consumers.

USOR employs 1FTE staff member on a full-time basis and .75FTE staff member who is part time to support the IL program. These positions include an IL Coordinator and an Executive Secretary. The IL Program, including all aspects of the SPIL, CIL, and USILC support, are under the USOR Specialized Services Program. The USOR Specialized Services Program Coordinator provides support and direction, as required. Fiscal services and support are provided by the Utah State Office of Education fiscal unit.

5.1B Describe how the following SILC resource plan requirements will be addressed.

- The SILC's responsibility for the proper expenditure of funds and use of resources that it receives under the resource plan.

The SILC's responsibility for the proper expenditure of funds and use of resources that it receives under the resource plan are identified in the Council approved Policy and Procedure Manual. The manual details proper expenditures and record keeping of those expenditures and has several safeguards built into the policies such as, yearly audits, double signature requirements, and independent bookkeeping.

- Non-inclusion of conditions or requirements in the SILC resource plan that may compromise the independence of the SILC.

There are no conditions or requirements included in the resource plan or the DSU contract with SILC that compromise the independence of the SILC. The SILC is a 501(c)(3) non-profit organization that is operated by the Council and not the DSU.

- Reliance, to the maximum extent possible, on the use of resources in existence during the period of implementation of the State plan.

The SILC Policy and Procedures, as well as the contract with the DSU, identify the existing resources to be used in implementation of the State Plan. The policies and contract agreement are closely followed and monitored by the Council's Executive Committee and Financial Sub-committee.

5.2 Establishment and Placement

Describe how the establishment and placement of the SILC ensures its independence with respect to the DSU and all other State agencies. Refer to the SPIL Instructions for more information about completing this section.

The USILC has been established as a 501(c)(3) for the last three State Plan cycles. The placement of the SILC is not within the State's organizational structure and is located outside the State's structure as a non-profit organization.

5.3 Appointment and Composition

Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b). Refer to the SPIL Instructions for more information about completing this section.

The process of appointing an individual to serve as a voting member to the USILC is as follows: The Council's Nomination/Membership Committee screens potential candidates and presents their recommendations for appointment to the Council for nomination consideration. The voting membership of the Council votes to approve or disapprove the candidates. Approved candidates are then submitted to the Utah State Board of Education for consideration for appointment. Those approved by the Board are appointed as members to the USILC.

The Chair of the Nomination/Membership Committee is responsible to ensure that the nomination process and membership requirements as stated in the Bylaws and Federal regulations are adhered to. This includes making certain that the membership consists of at least 51% individuals with disabilities and are not employed by a State agency or CIL; and that a majority of the voting membership are individuals with disabilities and not employed by any State agency or Center.

5.4 Staffing

Describe how the following SILC staffing requirements will be met.

- SILC supervision and evaluation, consistent with State law, of its staff and other personnel as may be necessary to carry out its functions.

The following SILC staffing requirements will be met by the following:

In order to carry out the goals and objectives of the Council identified in the SPIL over each of the next three years, resources have been identified to fund the following positions.

(a) Executive Director: 1FTE: This position reports to the Council Chair and oversees the activities identified in the SPIL, as well as monitor and support additional USILC staff. The director is also responsible for overseeing all contracts and fiscal activities of the Council and staff. The Director is responsible for the effective day to day operation of the Council, staff, office and all programs and activities.

(b) Public Policy Specialist: 1FTE: This position reports to the Director and is responsible for carrying out the coordination of training and technical assistance in coalition building for the six IL regional centers. This position is state funded.

(c) Administrative Assistant .52FTE: The Administrative Assistant reports to the Director and is responsible for the day to day clerical and fiscal responsibilities of the office. In addition, the position is responsible for the functional operation of the Council including scheduling meetings, meeting preparations, and documentation.

Staffing is monitored and evaluated by the Executive Committee of the Council and the contract monitor from the DSU. The USILC Policy and Procedures Manual provides detail of staffing responsibilities, operational procedures, and employee rights.

- Non-assignment of duties to SILC staff and other personnel made available by the DSU, or any other State

agency or office, that would create a conflict of interest while assisting the SILC in carrying out its duties.

No state agency including the USOR (DSU) provides non-assignment duties to SILC staff that would create a conflict of interest while assisting the USILC in carrying out its duties.

State Plan for Independent Living (SPIL)

State: Utah

Agency: Utah State Office of Rehabilitation

Plan for: 2011-2013

Submitted in fiscal year: 2010

Part II: Narrative

Section 6: Service Provider Requirements

Describe how the following service provider requirements will be met:

6.1 Staffing

- Inclusion of personnel who are specialists in the development and provision of IL services and in the development and support of centers.

Inclusion of personnel who are specialists in the development and provision of IL services and in the development and support of centers.

USOR contracts require CILs, when providing services to individuals covered under this contract to ensure that the majority of the staff and individuals in decision making positions are individuals with disabilities. This is a reflection of the IL Philosophy tenet and the Act that the IL program and services be consumer driven. Hiring criteria including minimum qualifications are developed to require the aptitudes and skills required for specific positions.

- Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

USOR's contract with CILs requires that services will be provided by staff members who are able to communicate in the native languages of applicants. If this is not possible, arrangements will be made as necessary and appropriate. The CIL's will ensure that appropriate modes of communication for all applicants and eligible individuals are used.

- Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services and, where appropriate, in administering the CIL program, improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.

Individual performance plans are written annually that identify each staff member's training needs. Training may include conferences, classes, supervisory, and co-work/peer training.

Based on the employee's job requirements, training topics may range from IL skills and philosophy training, to administrative tasks, fiscal management, training, and increasing knowledge of community/disability services and support services.

- Affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

Affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the

Act.

USOR contracts require CILs to use sound organizational and personnel practices, including affirmative action, to employ and advance in employment qualified individuals with significant disabilities. Each CIL has developed affirmative action policies and practices.

6.2 Fiscal Control and Fund Accounting

- Adoption of those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements.

USOR contracts require that CILs practice sound fiscal management. USOR expects CILs to comply with EDGAR fiscal and accounting requirements. Annual audits must be completed according to audit requirements established in OMB Circular A-133 issued under the authority of the Budget and Accounting Act of 1921 as amended; Budget and Accounting Procedures Act of 1950, as amended; Reorganization Plan No. 2 of 1980; and Executive Order No. 11541, and provide that report to USOR. The annual financial report must include, at a minimum, a statement of revenues and expenditures and a copy of any applicable audit reports. CILs must provide, or allow inspection of, financial source documentation including journal entries and other relevant financial documentation to, or by, USOR designated staff. The annual financial audit must be conducted according to audit requirements established in the Statement on Auditing Standards (SAS) No. 99, Management Antifraud Programs and Controls. CILs must implement all USOR audit recommendations.

6.3 Recordkeeping, Access and Reporting

- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.

The USOR acting as the DSU has a contract with each individual CIL and the SILC. As part of the contract, the CILs and the SILC are obligated to comply with applicable EDGAR fiscal and accounting requirements and records that fully disclose and document the requirements outlined in 34 CFR 364.35. In addition, the CILs and the SILC are required to submit all reports the Secretary determines to be appropriate. All records outlined in 34 CFR 364.37 are also required to be made accessible to the Secretary and Comptroller General or their duly authorized representatives for review. The Utah State Office of Rehabilitation monitors these contracts to assure compliance with these regulations through annual and semi-annual reports, audits and reviews.

As described in 6.2 above, a fiscal audit is completed annually with each CIL. Any recommendations regarding improvements in record-keeping are implemented. In addition, USOR contracted with an independent auditor for thorough audits of each CIL. A number of record-keeping improvements were implemented on the basis of recommendations from that audit. A follow-up audit was completed in 2006 by the Utah State Board of Education Internal Auditor. No audit exceptions were identified. Record-keeping, access and reporting were consistent with all related regulations.

Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate

- Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate

USOR contracts require annual mid-year progress reports from each CIL. The 704 report is submitted to USOR for review. As reported in 6.1 and 6.2 above, financial reports are submitted annually.

- Access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews, to the information listed in 34 CFR 364.37.

Each CIL is accessible to all authorized Federal and State officials for audits, examinations and compliance reviews

6.4 Eligibility

- Eligibility of any individual with a significant disability, as defined in 34 CFR 364.4(b), for IL services under the SILS and CIL programs.

USOR contracts with the CILs require that the contractor provide services to individuals with a range of significant disabilities. The CILs operate under policies and procedures that outline eligibility requirements for services that meet the definition defined in 34 CFR 364.4(b). USOR conducts periodic trainings on these policies and procedures including eligibility requirements. USOR also periodically conducts CSR reviews to ensure compliance with the established policies and procedures including eligibility requirements.

- Ability of any individual to seek information about IL services under these programs and to request referral to other services and programs for individuals with significant disabilities.

Each CIL is under contract with the USOR to provide access to any individual seeking information about IL services and provide appropriate response to requests for referral to other services and programs for individuals with significant disabilities. Training is conducted to ensure appropriate staff members have the skills required to make appropriate referrals and to disseminate information regarding other services and programs for individuals with significant disabilities to any individual. The USOR monitors the provision of these services through mid-year reports and the year end 704 report.

- Determination of an individual's eligibility for IL services under the SILS and CIL programs in a manner that meets the requirements of 34 CFR 364.51.

CSRs are periodically reviewed by CIL Executive Directors and USOR to establish the CILs compliance with USOR contracts, and the established policies and procedures that require the CILs to certify an individual's eligibility by date and signature of qualified staff, and justify this determination with a case note. USOR in cooperation with the CILs have developed a document that fulfills this requirement. Training is conducted on the proper use of this document and 34 CFR 364.51.

- Application of eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or

type of significant disability of the individual applying for IL services.

Clear policies and procedures are established by the CILs and monitored and periodically reviewed by the USOR to ensure that eligibility consideration is given to all individuals with significant disabilities in compliance with 34 CFR 364.41(a) and to apply eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or type of disability. Training is periodically conducted to enhance the abilities and skills of appropriate CIL staff on all aspects of eligibility requirements outlined in the regulations.

- Non-exclusion from receiving IL services of any individual who is present in the State and who is otherwise eligible for IL services, based on the imposition of any State or local residence requirement.

Clear policies and procedures are established by the CILs and monitored with periodic reviews by the USOR to ensure that residency requirements for all individuals with significant disabilities are in compliance with 34 CFR 364.41(b) and include the assurance that IL services must be made available to any eligible individual who is present in the state, without the imposition of any state or local residency requirement. Training is periodically conducted to enhance the abilities and skills of appropriate CIL staff on all aspects of eligibility requirements outlined in the regulations.

6.5 Independent Living Plans

- Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.

Unless the consumer signs such a waiver, IL plans are developed with all consumers in compliance with CFR 364.52. Training is conducted on IL plan development and plans are reviewed by Center supervisory staff and randomly reviewed by USOR.

6.6 Client Assistance Program (CAP) Information

- Use of accessible formats to notify individuals seeking or receiving IL services under chapter 1 of title VII about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP.

Consumers are notified about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP. Accessible formats to inform consumers about the CAP are provided to those consumers who need them.

6.7 Protection, Use and Release of Personal Information

- Adoption and implementation of policies and procedures meeting the requirements of 34 CFR 364.56(a), to safeguard the confidentiality of all personal information, including photographs and lists of names.

All Utah CILs have adopted and implemented policies and procedures to safeguard the confidentiality of all personal information according to CFR requirements. These include photographs and lists of names.

State Plan for Independent Living (SPIL)

State: Utah

Agency: Utah State Office of Rehabilitation

Plan for: 2011-2013

Submitted in fiscal year: 2010

Part II: Narrative

Section 7: Evaluation

Describe the method that will be used to periodically evaluate the effectiveness of the plan in meeting the objectives established in Section 1. The description must include the State's evaluation of satisfaction by individuals with significant disabilities who have participated in the program.

Section 7: Evaluation

| Goal(s) and the related Objective(s) from Section 1 | Method that will be used to evaluate |
|---|---|
| UTAH `S INDEPENDENT LIVING NETWORK MISSION Goal 1 | The Utah IL Network views evaluation of the network as having outcome data in two separate categories. One category is the evaluation of the implementation of the SPIL, with the Council being the responsible party. The second category is the evaluation of the scope and effectiveness of the services provided by the network. The second category is primarily that of the six CILs and the DSU. Evaluation is seen as a critical component of |

Goal 2

Goal 3

Goal 4

an effective IL system. For this reason the Utah IL Network has identified it as an objective in this SPIL (see Goal One Objective 1.2)

In the first year of the SPIL the USILC and the DSU will contract with an independent entity chosen through a competitive process. This outside contractor will facilitate the development of a continuous improvement process for the Utah IL Network. The request for Proposal will ask for the contractor to demonstrate capability and experience of addressing such a task and suggested methodology for implementing a well tested approach such as:

1. Assess the current status of the program or component (Take stock)
2. Establish measurable objectives for improvement (Set goals)
3. Conduct program activities (Take action)
4. Collect and analyze data to observe change (Measure progress)
5. Repeat

Recommendation of a contractor shall be made unanimously, by a USILC subcommittee that shall include the Chair of the USILC, the USILC AILU representative, representative from the DSU, the USILC Executive Director and a current consumer of a CIL chosen by the AILU. The recommendation shall then be forwarded to the full Council for the final approval process. The Council will document the process through committee minutes and recording of the final approved contract.

The second phase of the continuous improvement activity will be for the contractor to facilitate a review with the subcommittee as to what data, activities, outcome measures and other factors should be considered in the five step self evaluation process for continuous improvement. This process although not mandated will include such issues as consumer satisfaction, state and national best practices, standardization of data,

definitions and significant inconsistencies with the state on the RSA 704 report, definitions and state and local data collection methods.

The subcommittee discussions and recommendations will be widely distributed and have a process to provided comment by CIL Boards, the Council, the DSU, AILU, consumers and other stake holders. The output of this second phase will be a continuous improvement plan and process accepted and implemented by all members of Utah's IL Network.

The third step of the process will be for the contractor to implement the agreed upon process and begin the five steps of continued improvement of IL services. This will be documented and distributed yearly and incorporated in the annual Utah IL Network continuous improvement process.

State Plan for Independent Living (SPIL)

State: Utah

Agency: Utah State Office of Rehabilitation

Plan for: 2011-2013

Submitted in fiscal year: 2010

Part II: Narrative

Section 8: State-Imposed Requirements

8 State-Imposed Requirements

Identify any State-imposed requirements contained in the provisions of this SPIL.

None.

⇄ **OMB Notice**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1820-0527. The time required to complete this information collection is estimated to average 60 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have any comments or concerns regarding the status of your individual submission of this form, write directly to: Ms. Sue Rankin-White, U.S. Department of Education, Rehabilitation Services Administration, PCP-5013, 400 Maryland Ave, SW, Washington, DC 20202-2800.

[Top](#)